



CHIEF OF PLANT OPERATIONS II

Departmental Open

EXAM ID: 5ED98

Department(s):	Department of Education
Bulletin Release Date:	December 07, 2015
Final Filing Date:	January 07, 2016
Salary:	MONTHLY-RANGED-SALARY - \$5,279.00 to \$6,554.00
Employment Type:	Permanent Full-time Permanent Part-time Permanent Intermittent Limited Term Full-time Limited Term Part-Time Limited Term Intermittent
Exam Type:	SPOT Exam Single Selection
Location(s):	Alameda County

INTRODUCTION

Actual testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

EEO

The California Department of Education strives to maintain a diverse workforce and be an equal opportunity employer to all regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political

affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

DRUG FREE STATEMENT

It is an objective of the state of California to achieve a drug-free State work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

WHO SHOULD APPLY?

Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

FILING INSTRUCTIONS

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

FILE BY MAIL OR IN PERSON:

**California Department of Education
Selection Services Office
1430 N Street Room 1802
Sacramento, CA 95814-5901**

SPECIAL TESTING ARRANGEMENTS

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination and/or Employment Application form. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION STATEMENT

Incumbents in all levels plan and supervise the operation, maintenance, and

repair of the plumbing, heating, lighting, intercommunicating, water treatment, sewage disposal, air conditioning, ventilating and refrigerating systems, and auxiliary equipment, including high-pressure steam boiler units, gas and oil furnaces, transformers, chlorinators, pumps, compressors, condensers, steam lines, water lines, gas lines, steam traps, meters, recorders, and electronic and fire alarm systems; are responsible for the facilities' energy management program; assign and inspect the carpentry, masonry, and painting work required in the maintenance and repair of buildings and structures; supervise the installation, maintenance, and repair of laundry, kitchen, dairy, cannery, and sewage plant and similar institution facilities and equipment, the upkeep of walks and roads, and the repair and construction of parts, tools, and fixtures; coordinate the work of skilled and semiskilled employees; check and consult with the skilled crafts persons in the various repair shops on work progress and problems; inspect equipment and facilities to determine condition and need for repairs; estimate future equipment and material requirements; maintain blueprints and records of institutions or facilities; keep records of equipment and operating data; and prepare reports; plan for construction and building maintenance programs and such other related activities as may be delegated; and do other related work.

ELIGIBLE LIST INFORMATION

A Departmental Open spot eligible list will be established for the California Department of Education in Alameda county. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

NOTE: All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on your application indicates that you read, understand, and possess the minimum qualifications required.

NOTE: All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, and the duties performed. Applications received without this information will be rejected. Your signature on your application indicates that the information provided is true and complete to the best of your knowledge.

Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either" I, "or" II "or" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

MINIMUM QUALIFICATIONS

Either

One year of experience performing the duties of a Chief of Plant Operations I or a Chief Engineer II in the California state service.

Or

Two years of experience in the California state service performing the duties of a Chief Engineer I or Supervisor of Building Trades.

Or

Three years of experience performing the duties of a trades supervisor in the California state service.

Or

Two years of experience in charge of plant operation in a plant or facility with a population of at least 1,000 residents and employees and employing a maintenance crew of at least 35 persons, including both stationary engineers and building tradespersons.

EXAMINATION INFORMATION

This examination will consist of a Modified Qualification Appraisal Panel (QAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses, not multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. Rules and Safety Orders.
2. The California Administrative Code, Titles 8, 17, 19, 22, and 24.
3. National Fire Protection Association, Codes 25, 75, and 101.
4. California Building Code.
5. The State Administrative Manual (SAM).
6. Types of heating, electrical, plumbing, water, refrigeration, sewage, storm drainage, and air-conditioning systems and equipment.
7. Operation and maintenance of hot water boilers.
8. Materials, methods, and tools used in the maintenance and repair of buildings and grounds.
9. Operation and repair of mechanical refrigeration and air-conditioning

- systems.
10. Thermostatic temperature control systems.
 11. Principles of personnel management and supervision.
 12. Manager's/supervisor's responsibility for promoting equal opportunity in hiring and employee development and promotion and for maintaining a work environment that is free of discrimination and harassment.

Ability to:

1. Read and write English at a level required for successful job performance.
2. Direct the work of installing, operating and maintaining school heating, electrical, water, sewage, and other mechanical systems.
3. Read, interpret, and work from plans, drawings, and specifications.
4. Make cost estimates of building repairs, maintenance, and mechanical installations.
5. Plan and direct the work of skilled craftspeople and semi-skilled workers.
6. Keep accurate records and prepare reports.
7. Think and act quickly in emergencies.
8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.
9. Plan and execute a program of preventative maintenance (PM) for buildings and mechanical equipment.

VETERANS PREFERENCE

Veterans' Preference will be granted for this examination. Effective January 1, 2014, in accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligibility list. This section shall not apply to any veteran who has been dishonorably discharged or released. (See "General Information" on this bulletin for additional information and direction on how to apply for Veterans' Preference.)

CAREER CREDITS

Career Credits will not be added to the final score of this examination.

SELECTION PLAN

It is anticipated that the examination will be given in February/March 2016.

NOTE: If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each

candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.

SPECIAL PERSONAL CHARACTERISTICS

Willingness to work at a State Special School; and tact.

ADDITIONAL DESIRABLE QUALIFICATIONS

Education equivalent to completion of the twelfth grade.

CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at 916-319-0857.

DISCLAIMER

Please click on the link below to review the official California State Personnel Board class specification:

<http://jobs.spb.ca.gov/wvpos/jobspecs.cfm>

GENERAL INFORMATION

If a candidate's notice of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. However, locations of interviews or performance evaluations may be limited or extended as conditions warrant.

Applications are available at www.jobs.ca.gov, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all

candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Candidates needing special testing arrangements due to a disability must mark the appropriate box on the application and/or contact the testing department.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

Veterans' Preference: Effective January 1, 2014, in accordance with Government Codes Section 18973.1, and 18973.5, Veterans' Preference will be awarded as follows:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an entrance examination, shall be ranked in the top rank of the resulting eligibility list. Any veteran who has been dishonorably discharged or released is not eligible for veterans' preference.
2. An entrance examination is defined, under the law, as any open competitive examination.
3. Veterans' Preference is not granted once a person achieves permanent civil service status.

HOW TO APPLY FOR VETERANS' PREFERENCE

The California Department of Human Resources (CalHR) verifies veteran status. Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CALHR Form 1093), which is available at: <https://jobs.ca.gov/Job/VeteransInformation> Information is also available at the Department of Veterans Affairs.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Education, Selection Services Office, 1430 N Street, Sacramento, CA 95814. Voice 916-319-0185, California Relay Service: Voice 1-800-735-2922 or TTY 1-800-735-2929.